From: Housing.Counseling

Sent: Thursday, January 20, 2011 1:30 PM **To:** 'SF-Housing-Counseling-L@hudlist.hud.gov'

Subject: CMS Submission Requirement

HUD Housing Counseling Agencies:

With the completion of the FY10 annual 9902 reports and as we complete submitting the 1st quarter of the FY11 9902 reports, we noticed many agencies are still submitting their reports manually in HCS.

You are reminded that you should use a CMS that allows you to transmit your HUD data electronically into HCS. It is HUD's directive for all agencies to submit their data electronically for FY11.

Those using CounselorMax have the ability to do so now.

Those using HCO by Fannie Mae will be able to do so shortly as Fannie Mae is working closely with us and is near completing their development.

We have 13 other CMS already connected to us and a few more making progress.

We noticed that agencies with compliant CMS are still not submitting electronically. Please do so right away. Keep in mind that agencies should still access HCS to check their data and to validate their profiles.

It is the agencies' responsibility to push their CMS provider to comply with HUD requirements. Without you making demands to have their product compliant, the CMS development will drag on.

Be reminded that your CMS should be at least using ARM version 3.1 but every CMS should now be improving to version 4.0.

This message has gone out to the email addresses provided by all active Counseling agencies in HUD's Housing Counseling Program. Nevertheless, all Parent Agencies should make sure their sub-agencies have received this information. Please direct questions or comments to your respective HUD point of contact or email Housing. Counseling @hud.gov by directly responding to this email addressee.

Sincerely,

Ruth Román

Director, Program Support Division Office of Single Family Housing Department of Housing and Urban Development